

AWNING & FACADE PROGRAM

APPLICATION PROCESS

The following documentation/procedures are required for an Awning & Facade request to be considered:

1. Submit a completed Awning & Facade Application.
2. One or all of the following permits, depending on the work to be completed:
 - Certificate of Appropriateness (COA);
OR
 - Zoning Permit;
OR
 - Building Permit

Contact the **Historic Preservation Department** at **859-292-2171**, for Certificates of Appropriateness (COA); the **Northern Kentucky Area Planning Commission** at **859-331-8980**, for Zoning and Building permits.

3. Submit a detailed description/drawing of awning to be installed or facade work to be completed with a cost estimate.
4. Submit proof of at least 50% payment for work completed.
5. At this point, an Awning & Facade Commitment letter and Promissory Note will be sent to the applicant, to be signed, notarized, and returned to the Economic Development Department at 638 Madison Avenue, Covington, KY 41011.
6. Upon receipt of the signed Commitment letter and notarized Promissory Note, a check will be requested and applicant contacted when check is ready for pick up or mailing.

For additional information, contact the Covington Economic Development Department at 859-292-2163.

COVINGTON ECONOMIC DEVELOPMENT

AWNING & FACADE PROGRAM APPLICATION



1. Applicant Name

2. Name and location of business

Business Phone

Business Fax

Type of business ☐ Wholesale ☐ Manufacturing ☐ Service ☐ Retail

Principal product or service

Business bank name & address

3. Principal Owner 1

Name

Address

Phone Fax

Principal Owner 2

Name

Address

Phone Fax

4. Project Information

Type of project ☐ Awning ☐ Facade

Project address

Approximate date of installation/construction

Approximate square feet of building

5. If leasehold

Length of lease

Annual rent \$

6. Estimated cost of awning improvements \$

Estimated cost of facade improvements \$

Total cost of improvements \$

AFFADAVIT AND OATH

I, the undersigned, do hereby authorize the City of Covington to review and verify an financial statements submitted with this application. Further, the information being provided on this application, is, to the best of my knowledge, true and accurate.

Signature of applicant(s)

Date

RESERVED FOR OFFICIAL USE

Application ☐ Approved ☐ Disapproved

Comments

Authorized Signature

Date